

From: [Flack, Shirley](#)
To: [Reese, Recie](#)
Cc: [Barber, Delores](#); [Merriweather, April](#); [Syed, Hamaad](#); [Sirmons, Chandler](#); [Robinson, David](#); [Odusote, Gloria](#); [Johnson, Dexter](#); [Murray, Cheryl](#); [White, Robert](#)
Subject: RE: Michal's Office Chair Room (b) (7)(F) WJC East - OCSPP AA's Office
Date: Wednesday, August 18, 2021 3:53:36 PM

Ok Thanks Recie I will give staples the new address .

Thanks

Shirley

From: Reese, Recie <Reese.Recie@epa.gov>
Sent: Wednesday, August 18, 2021 3:50 PM
To: Flack, Shirley <Flack.Shirley@epa.gov>
Cc: Barber, Delores <barber.delores@epa.gov>; Merriweather, April <Merriweather.April@epa.gov>; Syed, Hamaad <Syed.Hamaad@epa.gov>; Sirmons, Chandler <Sirmons.Chandler@epa.gov>; Robinson, David <Robinson.David@epa.gov>; Odusote, Gloria <odusote.gloria@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; White, Robert <white.robert@epa.gov>
Subject: RE: Michal's Office Chair Room (b) (7)(F) WJC East - OCSPP AA's Office

Shirley,

This is in further reference to your call today regarding the delivery address for the chair you are ordering for our AA, Michal Freedhoff. I spoke with the WJC East Facilities Manager, Chery Murray and she indicated that the chair along with any other delivery should go to the following address:

EPA Landover Warehouse
Attn: Dexter Johnson
8335 Ardwick/Ardmore Road
Hyattsville, MD. 20785

This is the address Staples will need to deliver the chair to on **August 30, 2021**. Labor Services will expect delivery then. Also, please indicate the location for final delivery in any instructions to Dexter Johnson, i.e., **Deliver Chair to OCSPP, AA's Office, Room (b) (7)(F) WJC East**. Labor Services would then deliver the chair to that location. I have cc'd Dexter and Robert on this email as well. Hope this helps.

Please let me know if you have any additional questions.

Recie Y. Reese
Administrative Management Branch (AMB)
Information Technology & Resource Management Division (ITRMD)
Office of Program Support (OPS)/OCSPP
Environmental Protection Agency
(202) 564-8276

From: Barber, Delores <barber.delores@epa.gov>
Sent: Friday, July 02, 2021 2:44 AM
To: Reese, Recie <Reese.Recie@epa.gov>
Cc: Flack, Shirley <Flack.Shirley@epa.gov>; Merriweather, April <Merriweather.April@epa.gov>; Syed, Hamaad <Syed.Hamaad@epa.gov>; Sirmons, Chandler <Sirmons.Chandler@epa.gov>; Riddick, Dorris <Riddick.Dorris@epa.gov>
Subject: Re: Michal's Office Chair Room (b) (7)(F) - OCSPP AA's Office

+ Dorris as FCO

On Jun 29, 2021, at 4:29 PM, Reese, Recie <Reese.Recie@epa.gov> wrote:

Shirley,

Her office is (b) (7)(F) WJC East.

Recie Y. Reese

Administrative Management Branch

Information Technology & Resource Management Division

Office of Program Support/OCSP

Environmental Protection Agency

(202) 564-8276

From: Barber, Delores <barber.delores@epa.gov>

Sent: Tuesday, June 29, 2021 2:57 PM

To: Flack, Shirley <Flack.Shirley@epa.gov>

Cc: Merriweather, April <Merriweather.April@epa.gov>; Syed, Hamaad <Syed.Hamaad@epa.gov>; Sirmons, Chandler <Sirmons.Chandler@epa.gov>; Reese, Recie <Reese.Recie@epa.gov>

Subject: Michal's Office Chair Room (b) (7)(F) - OCSP AA's Office

Hi Shirley,

Can you order the chair in the picture that is for \$416.99 and have it delivered to Michal's office in WJC please. I think her office number is (b) (7)(F), but Recie can confirm that.

Thanks,

Delores